



N E I G H B O R H O O D

OAKRIDGE NEIGHBORHOOD AND NEIGHBORHOOD SERVICES

BOARD MEETING AGENDA

June 25, 2025, at 7:30 am

Hybrid Meeting

Zoom Link

<https://us06web.zoom.us/j/88563827171?pwd=7iFWxuZle0s4JjgT6Vl8ACTqvlpsa.1>

Meeting ID: 88563827171

Passcode: 760637

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|---------------------------------|-----------------------|
| 1. Call to Order/ Chairs Report | Skylar Mayberry-Mayes |
| 2. Board Mission Moment | Deidre DeJear |
| 3. Approval of Consent Agenda | Deidre DeJear |
| a. April Board Minutes | |
| b. May 2025 Financials | |
| c. Committee Reports | |
| 4. May Finance Committee Report | Diana Dubuisson |
| a. May Financials | Kristin Clayton |

CLOSED SESSION

- | | |
|-------------------|-----------------------|
| 5. CEO Update | Deidre DeJear |
| 6. Other Business | Deidre DeJear |
| 7. Adjourn | Skylar Mayberry-Mayes |



Oakridge Neighborhood
April 23, 2025, Board Meeting
7:30 am

Hybrid meeting – Oakridge Neighborhood Board Room - 1401 Center Street Des Moines, IA

Board Attendance:

Diana Dubuisson; Carol Bodensteiner; Skylar Mayberry-Mayes; Dr. Andrea McGuire; Mary Johnson; John Fatino

Remote Attendance:

Marcy Baker; Timothy Haight; Joyce McDanel; Rona Berinobis; Jamie Buelt; Jessica Feeney; Albert Farr; Kent Kramer; Mark Wiltse; Nalo Johnson

Absent:

Kuuku Saah; Deidre Williams; Erin Kuhl; Emily LeMay; Sharon Gaddy-Hanna

Staff Attendance:

Deidre DeJear; Pat Palmer; Kristin Clayton; Chris Irvine; Almardi Abdalla; Sheri Fitzpatrick; Kristin Littlejohn

I. Call to Order/Chairs Report

- a) Skylar Mayberry-Mayes called the meeting to order at 7:35 am.

II. Consent Agenda Approval

Skylar presented the following items for approval:

- a) Board Meeting Minutes – February 2025
b) March 2025 Financials

Move: Carol Bodensteiner **Second:** Dr. Andy McGuire **Status:** Passed

III. Mission Moment

- a) Tina Turner, local entrepreneur, presented the mission moment. Tina owns Lifestyle Juices and Paparazzi Hair Studio. Tina's connection with Oakridge is strong as she was a previous resident and by being a host site for Oak Futures at both of her locations.

IV. Committee Reports

- a) Carol Bodensteiner presented the Marketing Committee Report
- External newsletter has 40%+ open rate
 - Oakridge featured on new 'Give and Grow' podcast
 - Held first Legislative Day at the capital
 - Working on development of donor stewardship program

- b) Albert Farr presented the Organizational Strategy Committee Report
 - Focus on diversification of resources and income
 - Recalibration of strategies with new leaderships vision
- c) Jamie Buelt presented dates for the Housing and Services Committee Report
- d) Joyce McDanel presented the Human Resources Committee Report
 - Committee reviewed charter and past objectives
 - Working on 2025 organizational goals to measure CEO leadership
 - Developing SMART goals with metrics and milestones
- e) Introduction of John, legal advisor from Whitfield Musgrave Law Firm, Oakridge's legal counsel. John was asked to be present as we reviewed concerns using AI tools for taking minutes at meetings and how best to capture meeting minutes.
 - Review of terms of use
 - The board agreed minutes should be brief, focused on key discussion points and decisions- Committee minutes will focus on high-level summaries, not transcripts
 - Staff members assigned to take committee minutes using a consistent format
- f) Skylar Mayberry-Mayes presented the Governance Committee Report
 - Presentation of the 2025 slate of new Board members for approval
 - i. Sherri Hart from Casey's General Stores
 - ii. Jessica Zaugg from Nationwide
 - iii. Matthea Little Smith, current resident board member

Move: Governance Committee **Second:** Dr. Andy McGuire **Status:** Passed

V. March Finance Committee Update

- a) March financials were reviewed

VI. CEO Update

- a) Strategic Priorities and Development Plans
 - Property Rehabilitation and Growth Strategy
 - i. Mainframe Property Acquisition Opportunity
 - ii. Plan to develop residential and commercial property
 - iii. Explore tax credit opportunities
 - Technology Integration
 - i. Integration of Blackbaud system for budget management
 - Comprehensive Strategic Fund Development Plan
 - i. Potential use of part time individuals to clean up data entry of donors
 - Revenue Diversification and Growth Strategy
 - Operational Efficiency and Staff Development
 - Increased Organizational Visibility
- b) Breakfast at Tiffany's scheduled for Sunday, June 22nd
 - Sabrina Ahmed confirmed as MC
 - Funds support early childhood and youth engagement



- Board members spread the word about Breakfast at Tiffany's, host a table and complete your annual board donations.

VII. Meeting adjourned at 8:48 am

Reminders: Breakfast at Tiffany's June 22nd

Next Board Meeting June 25, 2025

Oakridge Neighborhood Services

Balance Sheet

	Current Period 05/31/2025	Prior Period 04/30/2025	Prior Year End 12/31/2024
Current Assets			
Operating Cash	185,546.89	216,675.84	74,489.39
Designated Cash	152,135.04	67,061.54	32,821.84
Account Receivables and Pledges	297,957.63	439,370.73	616,981.68
Due from Affiliate Entities	294,755.80	225,188.62	381,799.89
Prepaid Expense	20,329.02	20,076.01	28,514.06
Special Investment Fund - GDMCF	369,806.63	369,806.63	385,703.78
Wheels of Hope CD	40,993.90	40,993.90	40,993.90
Investment - Silver Oaks	219,933.00	219,933.00	219,933.00
Investment - ONS Ventures	1,360,414.00	1,360,414.00	1,360,414.00
Total Current Assets	2,941,871.91	2,959,520.27	3,141,651.54
Other Assets			
Housing Notes Receivable, Net of Allowance	0.00	0.00	0.00
Operating Lease Right-of-Use Assets, net	53,887.00	53,887.00	53,887.00
Total Other Assets	53,887.00	53,887.00	53,887.00
Fixed Assets			
Fixed Assets	2,975,203.18	2,975,203.18	2,975,203.18
Less: Accumulated Depreciation	(1,870,019.89)	(1,854,149.73)	(1,790,572.94)
Total Fixed Assets	1,105,183.29	1,121,053.45	1,184,630.24
TOTAL ASSETS	4,100,942.20	4,134,460.72	4,380,168.78
Current Liabilities			
Accounts Payable	54,803.86	56,361.64	39,380.05
Accrued Expenses	223,201.01	223,201.01	223,201.01
Deferred Revenue	40,684.88	40,684.88	40,684.88
Line of Credit	320,000.00	320,000.00	320,000.00
Total Current Liabilities	638,689.75	640,247.53	623,265.94
Long Term Liabilities			
Operating Lease Liabilities	54,361.00	54,361.00	54,361.00
Total Long Term Liabilities	54,361.00	54,361.00	54,361.00
TOTAL LIABILITIES	693,050.75	694,608.53	677,626.94
Net Assets	3,407,891.45	3,439,852.19	3,702,541.84
TOTAL NET ASSETS	3,407,891.45	3,439,852.19	3,702,541.84
TOTAL LIABILITIES AND NET ASSETS	4,100,942.20	4,134,460.72	4,380,168.78
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	3,702,541.84	3,702,541.84	3,956,037.02
NET SURPLUS/(DEFICIT)	(294,650.39)	(262,689.65)	(253,495.18)
ENDING NET ASSETS	3,407,891.45	3,439,852.19	3,702,541.84

Cash - approximately 1.5 months operating on hand (goal is 3 months)
 Due from Affiliates - increased slightly due to 3 payrolls in May, will pay down in June as funds available

Oakridge Neighborhood Services

Income Statement - Comparative Summary

	Current Period			PY Period	Current Year-to-Date			Annual Bdgt	Prior YTD
	Actual 05/31/2025	Budget	Change Inc/(dec)	Actual 05/31/2024	Actual 05/31/2025	Budget	Change Inc/(dec)	2025	Actual 05/31/2024
REVENUE									
Rental Income	6,385.27	6,393.00	(7.73)	6,362.93	31,926.35	31,969.00	(42.65)	76,720.00	31,814.65
Contributions: Corp/Individual	377.02	2,000.00	(1,622.98)	3,400.41	50,005.90	47,150.00	2,855.90	123,150.00	45,796.74
Contributions: Board Giving	2,076.99	1,000.00	1,076.99	688.54	18,089.72	16,500.00	1,589.72	50,000.00	14,868.37
Grants & Subsidies	266,354.43	208,784.00	57,570.43	267,884.29	883,152.73	845,763.00	37,389.73	2,550,285.00	737,258.28
Interest & Investment Income	110.33	165.00	(54.67)	187.44	3,076.53	825.00	2,251.53	1,980.00	17,841.99
Program Fees & Tuition	47,906.07	69,849.00	(21,942.93)	43,438.00	218,276.59	247,757.00	(29,480.41)	736,200.00	192,226.76
Special Event Income	28,783.99	3,000.00	25,783.99	2,650.00	37,826.24	62,500.00	(24,673.76)	178,500.00	61,484.25
Management Fees	19,317.11	19,325.00	(7.89)	19,071.11	97,536.68	96,625.00	911.68	231,900.00	94,055.05
Other Income	0.00	0.00	0.00	0.00	1,831.77	0.00	1,831.77	0.00	120.00
TOTAL REVENUE	371,311.21	310,516.00	60,795.21	343,682.72	1,341,722.51	1,349,089.00	(7,366.49)	3,948,735.00	1,195,466.09
EXPENSES									
Salaries & Wages	273,083.24	289,348.00	(16,264.76)	257,504.99	1,001,565.42	1,060,910.00	(59,344.58)	2,590,100.00	996,981.43
Taxes & Benefits	46,208.40	54,132.00	(7,923.60)	39,964.35	212,479.38	231,265.00	(18,785.62)	558,325.00	212,266.74
Telephone & Utilities	4,162.32	5,363.00	(1,200.68)	4,505.41	29,701.01	26,819.00	2,882.01	64,360.00	25,552.05
Insurance	6,395.04	4,907.00	1,488.04	4,039.99	45,043.94	36,493.00	8,550.94	70,860.00	38,876.88
Repairs, Maintenance & Supplies	5,709.78	5,075.00	634.78	2,703.18	24,699.58	25,391.00	(691.42)	60,915.00	23,365.31
Program Services	16,185.85	19,485.00	(3,299.15)	19,677.36	76,964.10	94,940.00	(17,975.90)	229,825.00	72,869.93
Contract Services	15,422.44	16,271.00	(848.56)	20,655.71	94,896.10	106,066.00	(11,169.90)	219,230.00	140,290.19
Special Event Expenses	1,363.94	1,000.00	363.94	782.52	1,863.94	20,000.00	(18,136.06)	50,000.00	20,498.73
Marketing & Communications	2,154.28	5,106.00	(2,951.72)	5,193.33	21,993.11	27,843.00	(5,849.89)	39,060.00	26,298.94
Other General Admin	4,716.50	6,764.00	(2,047.50)	5,256.69	26,109.37	28,961.00	(2,851.63)	70,450.00	18,527.23
Audit & Tax Return Expense	12,000.00	14,100.00	(2,100.00)	15,000.00	21,610.00	20,600.00	1,010.00	31,350.00	21,500.00
TOTAL EXPENSES	387,401.79	421,551.00	(34,149.21)	375,283.53	1,556,925.95	1,679,288.00	(122,362.05)	3,984,475.00	1,597,027.43
CHANGE IN NET ASSETS BEFORE DEPRECIATION	(16,090.58)	(111,035.00)	94,944.42	(31,600.81)	(215,203.44)	(330,199.00)	114,995.56	(35,740.00)	(401,561.34)
Depreciation	(15,870.16)	0.00	(15,870.16)	(17,555.44)	(79,446.95)	0.00	(79,446.95)	0.00	(84,632.54)
CHANGE IN NET ASSETS - DEPRECIATION	(15,870.16)	0.00	(15,870.16)	(17,555.44)	(79,446.95)	0.00	(79,446.95)	0.00	(84,632.54)
NET SURPLUS (DEFICIT)	(31,960.74)	(111,035.00)	79,074.26	(49,156.25)	(294,650.39)	(330,199.00)	35,548.61	(35,740.00)	(486,193.88)

Grants - Timing differences: Budgeted \$100,000 operating grant for May (none received or identified to date); Best Buy \$155,000 received in May (budgeted for July);

Received 21st Century quarterly payment of \$61,000 ahead of schedule; Have not yet received any FSS funds for 2025 (budgeted \$23,000)

Other differences: \$68,000 Variety grant not received, will need to apply during their normal grant cycle later in the year; John Deere received \$20,000 (budgeted \$25,000)

\$5,000 Bravo grant received (not budgeted); budgeted \$50,000 from UW for SYEP, received \$56,000

Program Fees & Tuition - Budgeted for large increase in tuition in May based on budgeted enrollment, enrollment has not increased as much as budgeted, tuition will continue to be short of budget

Special Event Income - Budgeted for Breakfast at Tiffany's event to take place in April, event will take place in June in 2025

Salaries, Taxes & Benefits - Family & Workforce was down 1 FTE from budget (due to voluntary termination, have rehired and May is inline with budget); Oak Academy is down approx. 2 FTE from budget

As of May 31, Oak is below budget approx. \$41,500 due to short staff compared to budget, has also impacted tuition as noted above

Program Services - departments are making efforts to trim spending where possible

Contract Services - no significant changes, likely timing of contract work

Special Event Expenses - Budgeted for Breakfast at Tiffany's event to take place in April, event will take place in June in 2025

Oakridge Neighborhood Assoc LP

Balance Sheet HUD

	Current Period 05/31/2025	Prior Period 04/30/2025	Prior Year End 12/31/2024
Current Assets			
Cash in Bank	98,085.86	93,690.53	80,449.10
Account Receivables	49,397.07	43,162.07	51,450.68
Prepaid Expense	32,350.48	32,987.35	25,570.75
Total Current Assets	179,833.41	169,839.95	157,470.53
Other Assets			
Real Estate Tax Escrow	140,205.15	127,455.15	120,952.36
Reserve for Replacement	612,807.18	605,464.51	570,022.35
Operating Reserves	804,661.12	802,071.41	959,551.93
Revenue Deficit Reserves	146,016.99	145,657.83	144,230.02
Deferred Loan & Compliance Fees	29,127.44	29,804.77	32,514.09
Total Other Assets	1,732,817.88	1,710,453.67	1,827,270.75
Fixed Assets			
Fixed Assets	15,443,339.61	15,443,339.61	15,439,645.61
Less: Accumulated Depreciation	(11,553,172.38)	(11,508,261.25)	(11,275,056.78)
Total Fixed Assets	3,890,167.23	3,935,078.36	4,164,588.83
TOTAL ASSETS	5,802,818.52	5,815,371.98	6,149,330.11
Current Liabilities			
Accounts Payable	22,576.07	30,375.84	43,660.66
Due to ONS	155,198.78	129,138.85	281,794.52
Accrued Expenses	1,590,364.46	1,569,563.62	1,532,252.26
Tenant Security Deposits	41,563.00	40,740.00	40,310.00
Total Current Liabilities	1,809,702.31	1,769,818.31	1,898,017.44
Long Term Liabilities			
Flex Subsidy Loans	1,145,964.16	1,145,042.42	1,141,355.46
Notes Payable	5,456,737.51	5,457,905.44	5,462,502.70
Total Long Term Liabilities	6,602,701.67	6,602,947.86	6,603,858.16
TOTAL LIABILITIES	8,412,403.98	8,372,766.17	8,501,875.60
General Partner Capital - Newbury	(1,451,026.68)	(1,451,026.68)	(1,451,025.07)
General Partner Capital - ONS	(771,700.81)	(771,700.81)	(771,699.20)
Syndication Fees	(129,818.00)	(129,818.00)	(129,818.00)
Net Assets	(257,039.97)	(204,848.70)	(3.22)
TOTAL NET ASSETS	(2,609,585.46)	(2,557,394.19)	(2,352,545.49)
TOTAL LIABILITIES AND NET ASSETS	5,802,818.52	5,815,371.98	6,149,330.11

Oakridge Neighborhood Assoc LP

Income Statement - Comparative Summary

	Current Period			PY Period	Current Year-to-Date			Annual Bdgt	Prior YTD
	Actual 05/31/2025	Budget	Change Inc/(dec)	Actual 05/31/2024	Actual 05/31/2025	Budget	Change Inc/(dec)	2025	Actual 05/31/2024
REVENUE									
Tenant Rent Revenue	46,614.00	50,617.00	(4,003.00)	46,772.00	222,735.00	241,085.00	(18,350.00)	623,095.00	250,696.00
HUD Rent Subsidy	106,421.00	94,309.00	12,112.00	91,125.00	507,247.00	471,545.00	35,702.00	1,131,715.00	434,712.00
Interest & Investment Income	2,951.78	3,518.00	(566.22)	3,647.78	18,622.98	23,444.00	(4,821.02)	65,620.00	26,207.67
Other Income	12,406.41	0.00	12,406.41	7,378.84	62,781.33	0.00	62,781.33	0.00	7,544.84
TOTAL REVENUE	168,393.19	148,444.00	19,949.19	148,923.62	811,386.31	736,074.00	75,312.31	1,820,430.00	719,160.51
EXPENSES									
Salaries & Wages	64,001.05	64,708.00	(706.95)	58,487.77	230,340.45	237,272.00	(6,931.55)	560,825.00	215,099.30
Taxes & Benefits	11,476.34	14,800.00	(3,323.66)	10,197.18	54,167.25	65,898.00	(11,730.75)	157,535.00	51,992.68
Rent Expense	2,482.00	2,482.00	0.00	2,482.00	12,410.00	12,410.00	0.00	29,784.00	12,410.00
Communications & Utilities	12,443.75	16,447.00	(4,003.25)	15,025.71	64,824.84	83,203.00	(18,378.16)	198,320.00	80,910.17
Insurance	13,124.69	11,330.00	1,794.69	10,170.63	68,701.26	55,356.00	13,345.26	134,660.00	51,898.26
Real Estate Taxes	7,650.00	7,650.00	0.00	8,900.00	38,250.00	38,250.00	0.00	91,800.00	44,500.00
Office & Security Supplies	3,701.68	1,433.00	2,268.68	455.71	13,157.13	7,732.00	5,425.13	18,635.00	3,215.44
Maintenance, Supplies & Repairs	27,603.24	19,429.00	8,174.24	17,240.36	115,876.78	87,300.00	28,576.78	216,720.00	80,684.46
Professional/Contract Services	16,718.51	21,257.00	(4,538.49)	37,805.52	96,538.46	110,370.00	(13,831.54)	259,165.00	172,889.66
Other Admin Expense	458.51	1,250.00	(791.49)	1,274.28	2,227.23	6,554.00	(4,326.77)	11,600.00	5,969.23
Audit Expense	0.00	0.00	0.00	0.00	13,475.00	6,600.00	6,875.00	14,100.00	13,100.00
Interest Expense	3,113.24	3,210.00	(96.76)	3,200.06	15,840.68	16,050.00	(209.32)	38,520.00	16,127.04
TOTAL EXPENSES	162,773.01	163,996.00	(1,222.99)	165,239.22	725,809.08	726,995.00	(1,185.92)	1,731,664.00	748,796.24
CHANGE IN NET ASSETS BEFORE DEPRECIATION	5,620.18	(15,552.00)	21,172.18	(16,315.60)	85,577.23	9,079.00	76,498.23	88,766.00	(29,635.73)
NON-OPERATING EXPENSES									
Depreciation Expense	(44,911.13)	(65,833.00)	20,921.87	(65,589.67)	(278,115.60)	(329,165.00)	51,049.40	(790,000.00)	(328,178.72)
Interest Expense	(12,900.32)	(12,387.00)	(513.32)	(12,383.97)	(64,501.60)	(61,931.00)	(2,570.60)	(148,640.00)	(61,919.85)
	(57,811.45)	(78,220.00)	20,408.55	(77,973.64)	(342,617.20)	(391,096.00)	48,478.80	(938,640.00)	(390,098.57)
CHANGE IN NET ASSETS - DEPRECIATION	(57,811.45)	(78,220.00)	20,408.55	(77,973.64)	(342,617.20)	(391,096.00)	48,478.80	(938,640.00)	(390,098.57)
NET SURPLUS (DEFICIT)	(52,191.27)	(93,772.00)	41,580.73	(94,289.24)	(257,039.97)	(382,017.00)	124,977.03	(849,874.00)	(419,734.30)

Vacancies 14 9%
 3 - Efficiency; 3 - Two Bedrooms; 6 - Three Bedrooms; 2 - Four Bedrooms

Other Income - includes insurance claim proceeds on fire units to date

Insurance - renewal was higher than budgeted

Maint, Supplies & Repairs - includes \$9,750 unbudgeted for cleaning contract; includes \$9,635 unbudgeted for tree removal; running approx \$8,000 overbudget on maint and appliance repairs exp

Oakridge Neighborhood Assoc Phase II LP

Balance Sheet HUD

	Current Period 05/31/2025	Prior Period 04/30/2025	Prior Year End 12/31/2024
Current Assets			
Cash in Bank	100,639.35	104,286.49	83,441.86
Account Receivables	16,635.16	14,927.32	10,105.97
Prepaid Expense	32,350.47	32,987.34	25,570.75
Total Current Assets	149,624.98	152,201.15	119,118.58
Other Assets			
Real Estate Tax Escrow	149,869.76	139,864.76	117,638.98
Reserve for Replacement	538,982.12	531,639.45	496,966.50
Operating Reserves	844,852.73	842,133.68	888,914.78
Revenue Deficit Reserves	297,874.66	297,141.98	294,229.25
Deferred Loan & Compliance Fees	27,807.49	28,454.20	31,041.04
Total Other Assets	1,859,386.76	1,839,234.07	1,828,790.55
Fixed Assets			
Fixed Assets	15,706,602.18	15,706,602.18	15,706,602.18
Less: Accumulated Depreciation	(11,730,107.29)	(11,676,439.15)	(11,424,420.21)
Total Fixed Assets	3,976,494.89	4,030,163.03	4,282,181.97
TOTAL ASSETS	5,985,506.63	6,021,598.25	6,230,091.10
Current Liabilities			
Accounts Payable	25,476.76	33,051.46	47,721.05
Due to ONS	115,495.07	80,786.71	80,490.13
Accrued Expenses	2,208,872.79	2,187,744.25	2,122,358.09
Tenant Security Deposits	41,534.00	39,699.00	41,698.00
Total Current Liabilities	2,391,378.62	2,341,281.42	2,292,267.27
Long Term Liabilities			
Flex Subsidy Loans	1,342,111.13	1,341,021.88	1,336,664.88
Notes Payable	5,581,294.02	5,582,519.00	5,587,340.82
Total Long Term Liabilities	6,923,405.15	6,923,540.88	6,924,005.70
TOTAL LIABILITIES	9,314,783.77	9,264,822.30	9,216,272.97
General Partner Capital - Newbury	(1,783,499.16)	(1,783,499.16)	(1,783,499.23)
General Partner Capital - ONS	(1,102,610.71)	(1,102,610.71)	(1,102,610.77)
Syndication Fees	(100,072.00)	(100,072.00)	(100,072.00)
Net Assets	(343,095.27)	(257,042.18)	0.13
TOTAL NET ASSETS	(3,329,277.14)	(3,243,224.05)	(2,986,181.87)
TOTAL LIABILITIES AND NET ASSETS	5,985,506.63	6,021,598.25	6,230,091.10

Oakridge Neighborhood Assoc Phase II LP

Income Statement - Comparative Summary

	Current Period			PY Period Actual 05/31/2024	Current Year-to-Date			Annual Bdg't 2025	Prior YTD Actual 05/31/2024
	Actual 05/31/2025	Budget	Change Inc/(dec)		Actual 05/31/2025	Budget	Change Inc/(dec)		
REVENUE									
Tenant Rent Revenue	49,009.00	54,199.00	(5,190.00)	47,458.00	241,945.00	259,957.00	(18,012.00)	639,350.00	251,860.00
HUD Rent Subsidy	93,086.00	93,832.00	(746.00)	95,979.00	484,656.00	469,164.00	15,492.00	1,125,985.00	436,830.00
Interest & Investment Income	3,455.34	3,770.00	(314.66)	3,910.05	19,790.59	25,349.00	(5,558.41)	71,235.00	27,239.49
Other Income	22.00	0.00	22.00	7,416.29	2,361.36	0.00	2,361.36	0.00	7,731.38
TOTAL REVENUE	145,572.34	151,801.00	(6,228.66)	154,763.34	748,752.95	754,470.00	(5,717.05)	1,836,570.00	723,660.87
EXPENSES									
Salaries & Wages	65,163.06	66,072.00	(908.94)	58,185.25	234,628.66	242,265.00	(7,636.34)	572,625.00	218,443.19
Taxes & Benefits	11,907.40	15,222.00	(3,314.60)	10,534.30	55,524.97	67,441.00	(11,916.03)	161,160.00	53,679.57
Rent Expense	2,482.00	2,482.00	0.00	2,482.00	12,410.00	12,410.00	0.00	29,784.00	12,410.00
Communications & Utilities	13,116.37	14,347.00	(1,230.63)	10,600.67	67,091.75	71,878.00	(4,786.25)	172,325.00	53,568.58
Insurance	13,124.69	11,330.00	1,794.69	10,170.63	68,701.26	55,355.00	13,346.26	134,665.00	51,898.26
Real Estate Taxes	3,190.00	3,190.00	0.00	6,475.00	15,950.00	15,950.00	0.00	38,280.00	32,375.00
Office & Security Supplies	3,906.93	1,430.00	2,476.93	476.52	13,790.55	7,553.00	6,237.55	17,990.00	3,587.26
Maintenance, Supplies & Repairs	27,129.60	16,102.00	11,027.60	15,319.94	100,661.79	70,656.00	30,005.79	176,800.00	133,642.03
Professional/Contract Services	16,647.04	21,249.00	(4,601.96)	39,099.15	95,107.22	110,359.00	(15,251.78)	259,105.00	167,882.51
Other Admin Expense	206.56	1,350.00	(1,143.44)	1,399.72	2,082.25	7,054.00	(4,971.75)	12,800.00	6,074.11
Audit Expense	0.00	0.00	0.00	0.00	14,675.00	6,600.00	8,075.00	14,100.00	14,100.00
Interest Expense	3,280.28	3,401.00	(120.72)	3,367.83	16,520.89	17,008.00	(487.11)	40,815.00	16,938.77
TOTAL EXPENSES	160,153.93	156,175.00	3,978.93	158,111.01	697,144.34	684,529.00	12,615.34	1,630,449.00	764,599.28
CHANGE IN NET ASSETS BEFORE DEPRECIATION	(14,581.59)	(4,374.00)	(10,207.59)	(3,347.67)	51,608.61	69,941.00	(18,332.39)	206,121.00	(40,938.41)
NON-OPERATING EXPENSES									
Depreciation Expense	(53,668.14)	(67,667.00)	13,998.86	(67,447.75)	(305,687.08)	(338,331.00)	32,643.92	(812,000.00)	(336,769.19)
Interest Expense	(17,803.36)	(17,214.00)	(589.36)	(17,043.90)	(89,016.80)	(86,073.00)	(2,943.80)	(206,575.00)	(85,219.50)
	(71,471.50)	(84,881.00)	13,409.50	(84,491.65)	(394,703.88)	(424,404.00)	29,700.12	(1,018,575.00)	(421,988.69)
CHANGE IN NET ASSETS - DEPRECIATION	(71,471.50)	(84,881.00)	13,409.50	(84,491.65)	(394,703.88)	(424,404.00)	29,700.12	(1,018,575.00)	(421,988.69)
NET SURPLUS (DEFICIT)	(86,053.09)	(89,255.00)	3,201.91	(87,839.32)	(343,095.27)	(354,463.00)	11,367.73	(812,454.00)	(462,927.10)

Vacancies 12 8%
 2 - Efficiency; 1 - One Bedroom; 6 - Two Bedrooms; 2 - Three Bedrooms; 1 - Four Bedrooms

Insurance - Renewal was higher than budgeted

Maint, Supplies & Repairs - Includes \$8,400 for unbudgeted cleaning contract; includes \$9,635 for unbudgeted tree removal; running approx \$13,000 overbudget for maint and appliance repairs

Silver Oaks Associates, LP

Balance Sheet HUD

	Current Period 05/31/2025	Prior Period 04/30/2025	Prior Year End 12/31/2024
Current Assets			
Cash in Bank	26,631.67	24,425.90	39,209.99
Account Receivables	3,004.01	2,569.01	1,087.29
Prepaid Expense	10,297.09	10,476.70	8,456.37
Total Current Assets	39,932.77	37,471.61	48,753.65
Other Assets			
Reserve for Replacement	128,200.91	126,825.23	122,781.52
Operating Reserves	133,121.09	133,093.74	132,984.41
Deferred Loan & Compliance Fees	18,745.87	18,830.31	19,168.07
Total Other Assets	280,067.87	278,749.28	274,934.00
Fixed Assets			
Fixed Assets	6,609,465.86	6,609,465.86	6,609,465.86
Less: Accumulated Depreciation	(2,397,268.08)	(2,380,722.53)	(2,314,540.61)
Total Fixed Assets	4,212,197.78	4,228,743.33	4,294,925.25
TOTAL ASSETS	4,532,198.42	4,544,964.22	4,618,612.90
Current Liabilities			
Accounts Payable	3,763.67	8,115.13	7,316.03
Due to ONS	11,367.95	2,569.06	6,821.24
Accrued Expenses	155,921.91	154,057.71	155,195.91
Tenant Security Deposits	8,400.00	8,000.00	8,200.00
Total Current Liabilities	179,453.53	172,741.90	177,533.18
Long Term Liabilities			
Notes Payable	869,128.96	870,173.13	874,349.81
Total Long Term Liabilities	869,128.96	870,173.13	874,349.81
TOTAL LIABILITIES	1,048,582.49	1,042,915.03	1,051,882.99
Limited Partner Capital - NEF	3,383,331.00	3,383,331.00	3,383,331.00
General Partner Capital - Newbury	(55.04)	(55.04)	(55.43)
General Partner Capital - ONS	219,933.95	219,933.95	219,933.57
Syndication Fees	(36,480.00)	(36,480.00)	(36,480.00)
Net Assets	(83,113.98)	(64,680.72)	0.77
TOTAL NET ASSETS	3,483,615.93	3,502,049.19	3,566,729.91
TOTAL LIABILITIES AND NET ASSETS	4,532,198.42	4,544,964.22	4,618,612.90

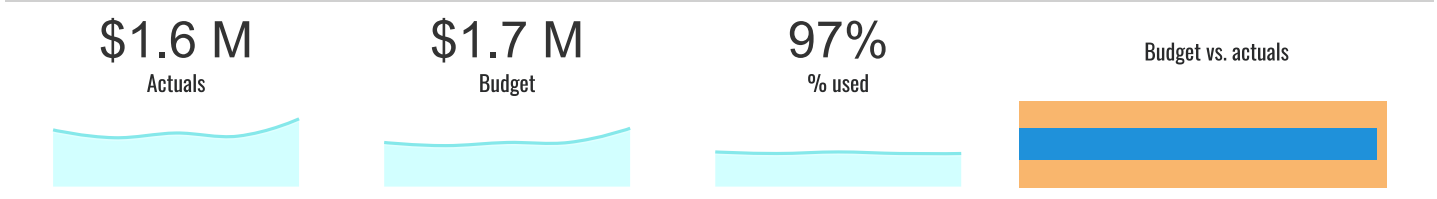
Silver Oaks Associates, LP

Income Statement - Comparative Summary

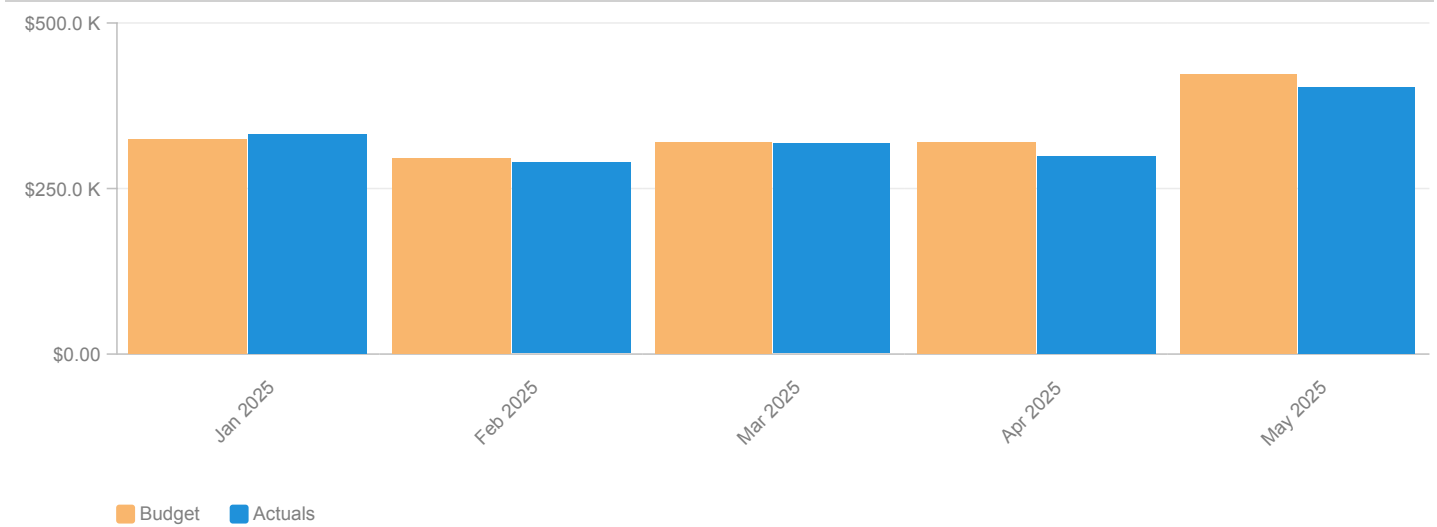
	Current Period			PY Period Actual 05/31/2024	Current Year-to-Date			Annual Bdg't 2025	Prior YTD Actual 05/31/2024
	Actual 05/31/2025	Budget	Change Inc/(dec)		Actual 05/31/2025	Budget	Change Inc/(dec)		
REVENUE									
Tenant Rent Revenue	29,397.00	29,347.00	50.00	28,401.00	146,223.00	146,735.00	(512.00)	353,440.00	138,246.00
Interest & Investment Income	55.10	191.00	(135.90)	206.76	273.01	955.00	(681.99)	2,300.00	1,014.40
Other Income	25.00	0.00	25.00	0.00	200.00	0.00	200.00	0.00	75.00
TOTAL REVENUE	29,477.10	29,538.00	(60.90)	28,607.76	146,696.01	147,690.00	(993.99)	355,740.00	139,335.40
EXPENSES									
Salaries & Wages	7,469.78	7,435.00	34.78	7,348.98	26,229.58	27,285.00	(1,055.42)	64,510.00	26,745.66
Taxes & Benefits	1,464.70	1,617.00	(152.30)	1,412.08	6,921.40	7,088.00	(166.60)	16,965.00	6,687.34
Rent Expense	1,021.27	1,028.00	(6.73)	998.93	5,106.35	5,139.00	(32.65)	12,335.00	4,994.65
Communications & Utilities	5,067.15	5,388.00	(320.85)	4,461.40	31,747.14	27,444.00	4,303.14	65,165.00	23,931.02
Insurance	4,441.04	3,499.00	942.04	3,325.60	19,950.37	17,147.00	2,803.37	41,640.00	14,575.04
Real Estate Taxes	405.00	405.00	0.00	350.00	2,025.00	2,025.00	0.00	4,860.00	1,750.00
Office & Security Supplies	134.23	147.00	(12.77)	216.71	1,293.13	806.00	487.13	2,060.00	724.27
Maintenance, Supplies & Repairs	6,168.73	3,324.00	2,844.73	2,589.63	16,585.71	16,772.00	(186.29)	40,200.00	14,987.15
Professional/Contract Services	4,724.34	4,007.00	717.34	3,748.10	24,959.59	22,259.00	2,700.59	50,315.00	22,733.83
Other Admin Expense	221.63	249.00	(27.37)	262.29	1,129.55	1,270.00	(140.45)	3,020.00	1,352.63
Audit Expense	0.00	0.00	0.00	0.00	9,900.00	5,425.00	4,475.00	8,125.00	8,125.00
Interest Expense	84.44	85.00	(0.56)	84.44	422.20	425.00	(2.80)	1,020.00	422.20
TOTAL EXPENSES	31,202.31	27,184.00	4,018.31	24,798.16	146,270.02	133,085.00	13,185.02	310,215.00	127,028.79
CHANGE IN NET ASSETS BEFORE DEPRECIATION	(1,725.21)	2,354.00	(4,079.21)	3,809.60	425.99	14,605.00	(14,179.01)	45,525.00	12,306.61
NON-OPERATING EXPENSES									
Depreciation Expense	(16,545.55)	(18,089.00)	1,543.45	(16,514.35)	(82,727.47)	(90,445.00)	7,717.53	(217,075.00)	(82,571.51)
Interest Expense	(162.50)	(162.00)	(0.50)	(162.50)	(812.50)	(810.00)	(2.50)	(1,950.00)	(812.50)
	(16,708.05)	(18,251.00)	1,542.95	(16,676.85)	(83,539.97)	(91,255.00)	7,715.03	(219,025.00)	(83,384.01)
CHANGE IN NET ASSETS - DEPRECIATION	(16,708.05)	(18,251.00)	1,542.95	(16,676.85)	(83,539.97)	(91,255.00)	7,715.03	(219,025.00)	(83,384.01)
NET SURPLUS (DEFICIT)	(18,433.26)	(15,897.00)	(2,536.26)	(12,867.25)	(83,113.98)	(76,650.00)	(6,463.98)	(173,500.00)	(71,077.40)
Vacancies	0	0%							

POST DATE	POST STATUS	ENCUMBRANCE	
Jan 1 2025 - May 31 2025	All	All	
BUDGET SCENARIO	ACCOUNT CATEGORY	ACCOUNT SEGMENT	ACCOUNT SEGMENT VALUE
ONS - BUDGET	Expense	Account code	All
ACCOUNT CLASS	ACCOUNT STATUS	ACCOUNT DESCRIPTION	ACCOUNT NUMBER
All	All	All	All

Summary i

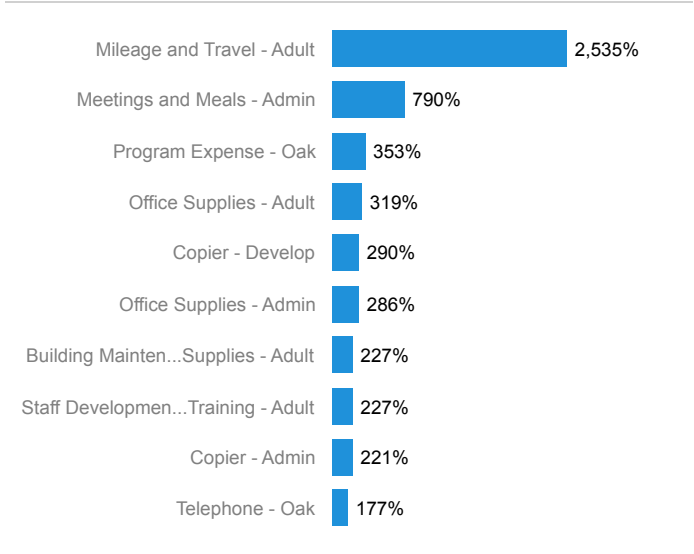


Budget vs. actuals i

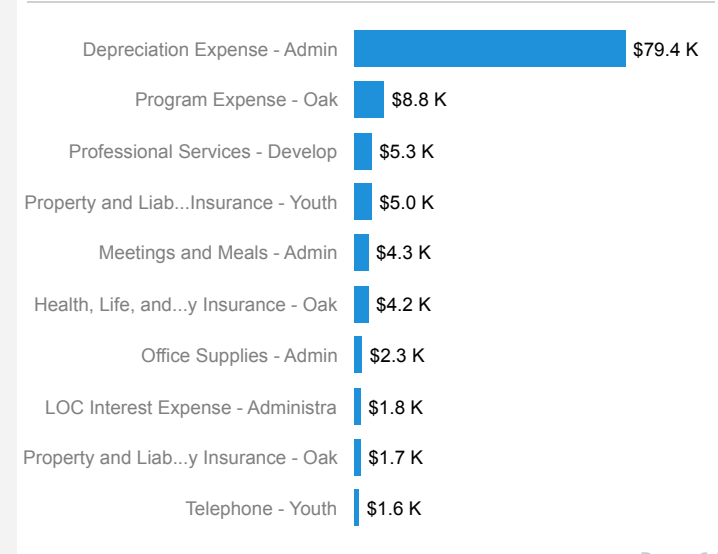


i Click on distinct Budget or Actual bars to drill into more details.

TOP 10 accounts by % used i

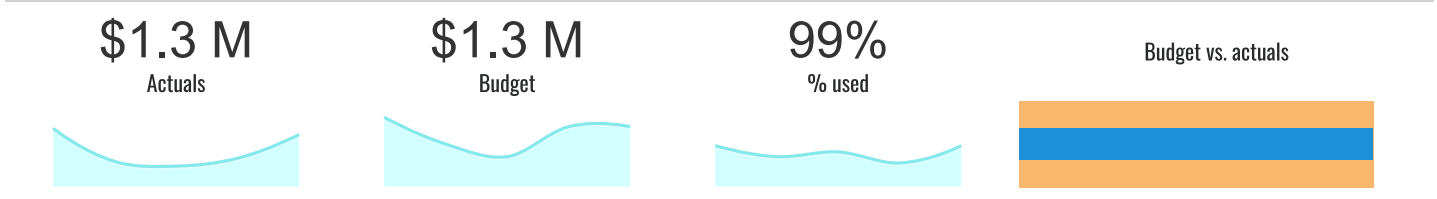


TOP 10 accounts by variance i

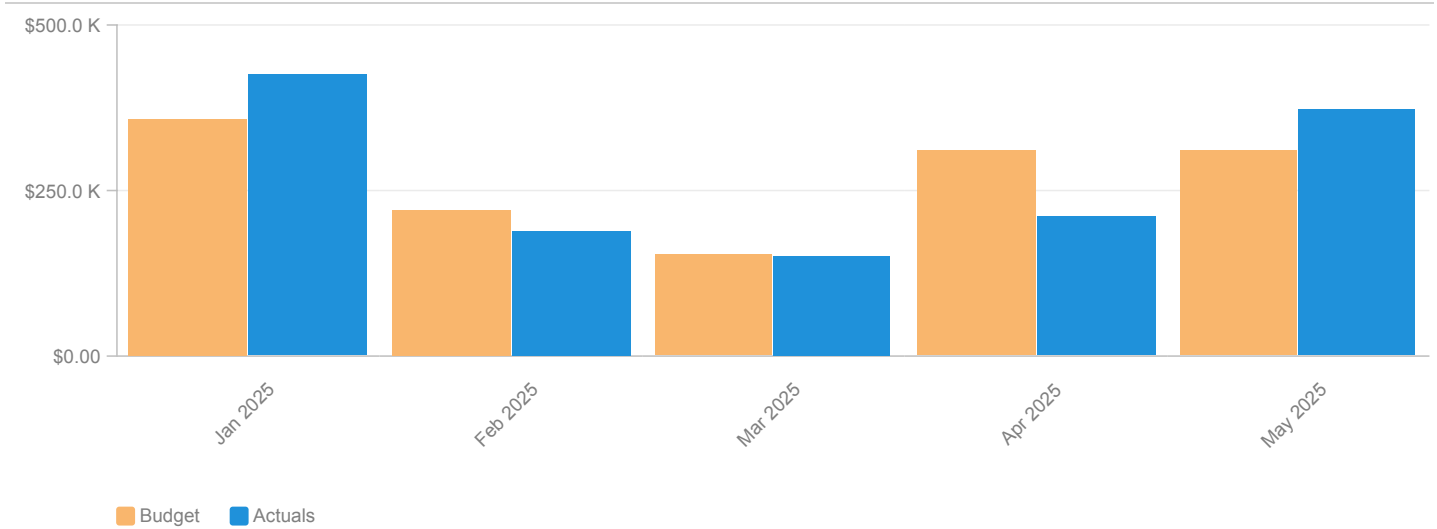


POST DATE	POST STATUS	ENCUMBRANCE	
Jan 1 2025 - May 31 2025	All	All	
BUDGET SCENARIO	ACCOUNT CATEGORY	ACCOUNT SEGMENT	ACCOUNT SEGMENT VALUE
ONS - BUDGET	Revenue	Account code	All
ACCOUNT CLASS	ACCOUNT STATUS	ACCOUNT DESCRIPTION	ACCOUNT NUMBER
All	All	All	All

Summary i

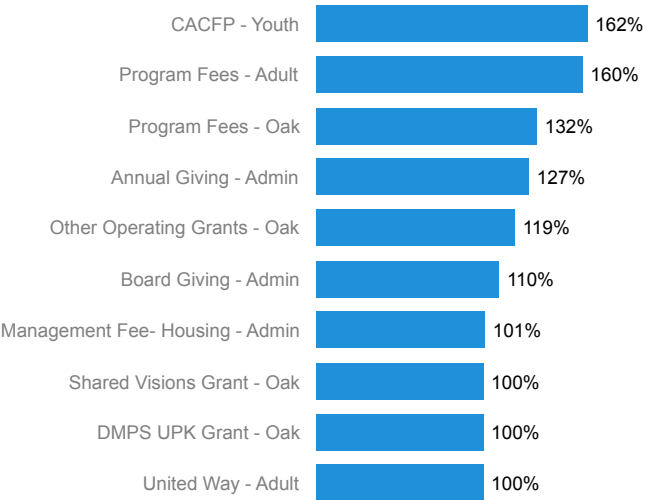


Budget vs. actuals i

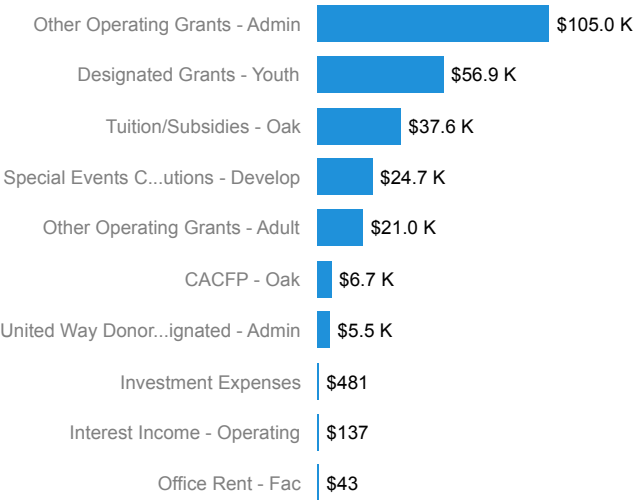


i Click on distinct Budget or Actual bars to drill into more details.

TOP 10 accounts by % used i



TOP 10 accounts by variance i



Oakridge Neighborhood Services

Cash Flow Projection

January to December 2025

	January (Actual)	February (Forecast)	February (Actual)	March (Forecast)	March (Actual)	April (Forecast)	April (Actual)	May (Forecast)	May (Actual)	June (Forecast)	July (Forecast)	August (Forecast)	September (Forecast)	October (Forecast)	November (Forecast)	December (Forecast)
A. Cash (Operating & Designated), E	\$107,311	\$306,926	\$306,926	\$377,025	\$377,025	\$254,662	\$254,662	\$258,689	\$283,737	\$337,682	\$251,328	\$139,065	\$135,496	\$98,195	\$80,215	\$204,807
Sources of Cash:																
WIC rental income	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
Contributions: Corp/Individual	\$26,646	\$13,000	\$10,854	\$15,150	\$4,473	\$8,000	\$7,656	\$2,000	\$377	\$2,000	\$5,000	\$2,000	\$5,000	\$14,000	\$24,000	\$24,000
Contributions: Board	\$3,246	\$5,500	\$3,433	\$7,500	\$8,480	\$1,500	\$853	\$1,000	\$2,077	\$1,500	\$1,500	\$6,000	\$5,500	\$1,500	\$9,000	\$8,500
Grants & Subsidies	\$309,819	\$127,651	\$162,789	\$117,746	\$131,623	\$187,476	\$179,208	\$176,061	\$406,588	\$127,359	\$103,492	\$309,186	\$133,761	\$281,130	\$299,561	\$176,830
Interest income	\$89	\$165	\$181	\$165	\$190	\$165	\$118	\$165	\$111	\$165	\$165	\$165	\$165	\$165	\$165	\$165
Program Fees & Tuition	\$52,050	\$40,000	\$38,626	\$40,000	\$37,244	\$43,000	\$46,925	\$43,000	\$45,798	\$43,000	\$43,000	\$43,000	\$43,000	\$42,834	\$42,833	\$42,000
Special Event Income	\$0	\$0	\$2,000	\$0	\$3,500	\$3,000	\$3,542	\$9,000	\$28,784	\$50,500	\$21,000	\$35,000	\$54,000	\$0	\$4,500	\$1,500
Reimbursement from Housing	\$253,286	\$180,177	\$250,566	\$159,619	\$195,188	\$178,619	\$194,541	\$223,269	\$165,040	\$178,619	\$178,619	\$178,619	\$178,619	\$223,269	\$178,619	\$178,619
LOC advances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$2,159	\$0	\$2,353	\$0	\$3,694	\$19,285	\$25,804	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Total Sources of Cash	\$647,696	\$366,893	\$471,201	\$340,580	\$384,792	\$441,445	\$459,048	\$454,895	\$649,175	\$403,543	\$353,176	\$574,370	\$420,445	\$563,298	\$559,078	\$432,014
Uses of Cash:																
Wages and Taxes	\$192,767	\$208,046	\$186,361	\$207,646	\$184,526	\$197,883	\$187,709	\$297,327	\$281,742	\$227,486	\$227,486	\$227,486	\$197,883	\$297,332	\$197,883	\$197,883
Benefits	\$29,587	\$29,047	\$36,398	\$29,516	\$36,276	\$32,013	\$32,550	\$34,746	\$38,580	\$34,489	\$34,488	\$34,488	\$34,488	\$36,025	\$34,488	\$34,488
Telephone and Utilities	\$5,002	\$5,364	\$7,656	\$5,364	\$6,750	\$5,610	\$5,809	\$5,610	\$5,121	\$5,610	\$5,610	\$5,610	\$5,610	\$5,610	\$5,610	\$5,610
Prop & Liab Insurance	\$0	\$0	\$0	\$29,497	\$32,561	\$5,648	\$4,346	\$5,648	\$6,395	\$4,360	\$4,360	\$4,360	\$4,360	\$4,360	\$4,360	\$4,360
Repairs, Maintenance, Supplies	\$4,081	\$5,078	\$5,240	\$5,079	\$2,067	\$5,079	\$1,585	\$5,076	\$8,565	\$5,551	\$5,552	\$5,552	\$4,868	\$4,868	\$4,868	\$4,868
Program Services	\$15,327	\$18,614	\$11,457	\$18,613	\$11,735	\$18,088	\$16,320	\$18,708	\$13,992	\$19,208	\$18,707	\$19,207	\$18,081	\$18,081	\$18,081	\$18,081
Contract Services	\$38,832	\$19,963	\$12,950	\$20,557	\$18,870	\$29,116	\$17,365	\$20,670	\$22,894	\$20,887	\$20,255	\$20,255	\$20,885	\$21,370	\$19,970	\$20,600
Special Event Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,864	\$18,000	\$1,000	\$5,000	\$15,000	\$5,000	\$5,000	\$0
Marketing & Communications	\$15,576	\$5,445	\$1,822	\$1,431	\$2,458	\$1,431	\$334	\$5,106	\$3,710	\$1,431	\$1,931	\$1,681	\$1,431	\$1,431	\$1,431	\$1,431
Other General Admin	\$9,354	\$2,644	\$6,724	\$3,669	\$4,115	\$5,000	\$5,901	\$5,650	\$4,450	\$6,325	\$5,000	\$6,750	\$6,840	\$5,000	\$5,245	\$5,875
LOC payoff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,000	\$0	\$0	\$0	\$0
Housing Expenses to be reimbursed	\$137,554	\$137,550	\$131,884	\$228,741	\$207,799	\$137,550	\$158,053	\$182,200	\$198,917	\$137,550	\$137,550	\$137,550	\$137,550	\$182,200	\$137,550	\$137,550
Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit & Tax Return	\$0	\$500	\$610	\$0	\$0	\$0	\$0	\$9,000	\$9,000	\$9,000	\$3,500	\$0	\$10,750	\$0	\$0	\$0
RACI - transfer to Polk Co.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal Charity Classic	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Total Uses of Cash:	\$448,082	\$432,251	\$401,102	\$550,114	\$507,156	\$437,418	\$429,972	\$590,741	\$595,230	\$489,897	\$465,439	\$577,939	\$457,746	\$581,277	\$434,486	\$430,746
D. Change in Cash During the Month	\$199,615	-\$65,358	\$70,099	-\$209,533	-\$122,363	\$4,027	\$29,076	-\$135,846	\$53,945	-\$86,354	-\$112,263	-\$3,569	-\$37,301	-\$17,979	\$124,592	\$1,268
Ending Cash Balance (A + D)	\$306,926	\$241,568	\$377,025	\$167,492	\$254,662	\$258,689	\$283,737	\$122,842	\$337,682	\$251,328	\$139,065	\$135,496	\$98,195	\$80,215	\$204,807	\$206,075



2025 Development Plan – 2nd Quarter Update (as of 06/17/25)

2025 Fundraising Dashboard

	2024 Actual	2025 Target	To Date	Percent
Corporate Giving	\$700,177.00	\$850,000.00	\$95,000.00	16%
Foundations	\$695,200.00	\$775,000.00	\$74,731.30	12%
Special Events	\$192,926.24	\$300,000.00	\$35,355.00	6%
Individual Giving	\$60,362.60	\$125,000.00	\$60,539.30	10%
Year-End Giving	\$137,664.00	\$175,000.00		0%
Government Grants	\$1,310,094.34	\$1,225,000.00	\$337,680.73	56%
Total	\$3,096,424.18	\$3,500,000.00	\$603,306.33	100%

A. Capital Projects

- Held feasibility meeting on 6/5/25 to discuss LIHTC financing options for Mainframe parking lot (\$849K) and campus projects (Frank Levy, Bob Rafferty).
- Received quotes for Community Center refresh which will be named in honor of Toni and Tim Urban. Dedication ceremony will be held once complete.
- Submitted applications to support campus infrastructure projects to the City of DM, Polk County, and Federal Home Loan Bank (2).

B. Grant Updates

- **Shared Visions:** We were awarded a one-year renewal grant of **\$231,700**. Oak Academy has a NAEYC site visit for re-accreditation sometime between July 7-25.
- **21st CCLC:** We were awarded a new 5-year contract for **\$300,000** annually; however, funding for the U.S. Dept of Ed remains uncertain.
- **Bank of America** granted the Youth Employment Program **\$15,000**.
- **Dept. of HUD – FSS:** we received the overdue grant funds from FY24 for **\$102,000**. The \$106,000 in FY25 funds is currently being drawn down in increments.
- **United Way of Central Iowa** –Investment awards will be released by the end of June/first week of July. Seven (7) applications were submitted: Oak Academy, Prepared To Care, K-12, Middle School, Family & Workforce, Oak Studio, & Youth Employment Program.
- **Wells Fargo:** We submitted a Letter of Intent and await an invitation to apply for funding.
- **Polk County Housing Trust Fund** awarded \$60,000 for supportive programs.
- Applications were also submitted to the following:
Variety Club (2 applications: youth technology upgrades and a van)
Dupaco Credit Union
JP Morgan Chase





EMC Foundation
Finish Line Foundation

- Upcoming applications: **Iowa Early Childhood Continuum of Care (June 25)**, **Delta Dental (Sept. 1)** and **Nationwide (Sept. 1)**.

C. Individual Giving

- We have experienced a comp-year increase in individual donations as a result of more focused cultivation and engagement strategies. Further efforts will be made to tailor messages and engagement events for specific donors throughout FY25.

D. Special Events

Breakfast at Tiffany's: Sunday, June 22, 11 am – 1 pm at Willow on Grand.

Chairs: Kyrie Wong & Loretta Sieman.

Revenue: \$35,355 to date; FY24 \$38,500 net.

Emcee: Sabrina Ahmed Zenor

Honoree: United Way of Central Iowa

Guest Speaker Panelists: Mary Sellers, CEO of UWCI; Mary Daily Lange, Oak Studio mentor and former education coordinator for UWCI; and Deidre DeJear, Oakridge CEO.

Pop-up Shop vendors: Janes Family Shop, She Home & Gifts, Leona Ruby, Ladie Lex Candles, and Twenty-Eight Minna.

Sponsors: Sammons Financial Group, Unity Point, Tom's Auto Sales, Green State Credit Union, Skin Iowa PC, Bob Brown Chevrolet.

- **Jazz, Jewels & Jeans:** Venue is secured for **Thursday, October 16** at The Loft.

E. Oak Society

- Identify potential 2025 Honorees: Susan & Bill Knapp, Sister Margaret Toomey. Potential location: Ingersoll Dinner Theater for December.

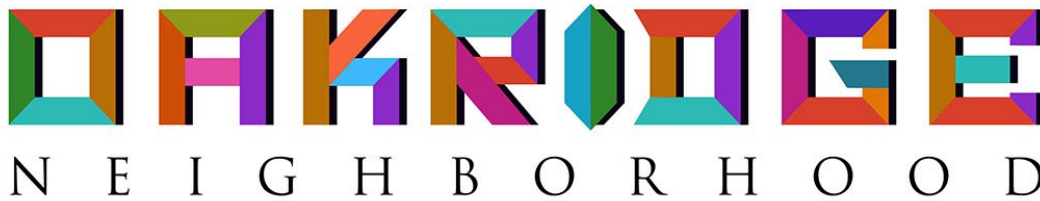
F. Oak Studio

- **Oak Studio Career Pathways Program** held its year-end celebration on Tuesday, May 27. Facilitator Emmett Phillips led six members of the cohort on a trip to San Francisco for Demo Day at Project Invent, the tech sponsor for the CP program. The team won an award for their product invention and presentation.

G. Database Coordinator

- **Tatum Clayburn** has been retained with a 6-month contract to serve as a database coordinator. Tatum is currently a Donor Coordinator for the DM Symphony and a former campaign staffer for Deidre. Tatum is helping the Development team with CRM maintenance, donor research, data collection, event support, and possible system migration to Blackbaud and Emma.





Communications Update

4/11/25 – 6/13/25

Earned Media

- Pitched deskside visit for D. DeJear and C. Irvine with Des Moines Register, Des Moines Business Record, KCCI-TV, WHO-TV and WE ARE IOWA 5 TV; facilitating details with all
- Updated Oakridge Neighborhood chronology fact sheet

Paid Media

- Facilitated new content and creative for dsmWeekly
- Facilitated new content and creative for BRDaily
- Facilitated new creative for July/August dsm Magazine ad
- Facilitating use of Google Ad Grant through do good Points

Shared Media

- Daily social media channel monitoring, response and engagement, plus invitations to potential new followers
- Organic and paid social media content development and post sharing on topics including: Principal Charity Classic, Oak Academy special events, Week of the Young Child, Poetry Palooza class, youth to zoo, Give & Grow DSM, etc.
- Facebook, Instagram, Twitter, LinkedIn, YouTube

Owned Media

- Updated Oakridge Neighborhood fact sheet
- Directed new Oak Academy logo
- Completed annual update, printed

- Developed and distributed April, May and two special edition external newsletters
- Developed and distributed May and June employee newsletters
- Developed, translated and distributed April and May resident newsletters
- Update crisis communications manual
- Facilitated password protected board section of website and other website refinements, including supporter carousel updates
- Facilitated translations of Oak Academy student recruitment flyers
- Provided Management Team meeting minutes to all staff bi-weekly
- Facilitating all details of Employee of Month program
- Asset curation including money skills classes, Oak Academy events, Oak Studio accomplishments, Earth Day volunteers, youth outings, afterschool programs, etc.

Misc.

- Developed online apparel store with Raygun for ability to order year-round; provided initial bulk order opportunity to staff
- Facilitating communications internship for Grand View University student, managing communications responsibilities for associate working on Oak Academy and Youth Education and Engagement social media, providing direction for creative content associate

Events

- Developed Breakfast at Tiffany's communications plans and implementing all tactics, including script, social media, paid media, etc.
- Represented Oakridge Neighborhood on panel about partnership synergies at DMARC annual meeting
- Facilitated Earth Day volunteers from F&G

Community Relations

- Al Éxito! – board of directors, executive committee, secretary, marketing communications committee
- The Consortium professional women's organization – president, executive committee

Results

Earned Media *(note: many news stories noted can additionally be found in media online and social channels, further maximizing exposure)*

- “Iowa’s Most Influential Business Leaders,” Corridor Media Group, 2025
- “RSVP: Oak Society,” dsm Magazine, March/April 2025
- “Breakfast at Tiffany’s,” businessrecord.com, April/May/June 2025

Paid Media

- “Where children achieve. Families thrive. Prosperity is created.” businessrecord.com, 10/1/24 – 9/30/25
- “Where children achieve. Families thrive. Prosperity is created.” dsmmagazine.com, 10/1/24 – 9/30/25
- “Breakfast at Tiffany’s,” dsmWeekly, 4/16/25
- “Breakfast at Tiffany’s,” dsmWeekly, 4/23/25
- “Breakfast at Tiffany’s,” Facebook, 4/25/25 – 4/29/25, 5,181 views, 2,184 reach, 98 post engagements, 47 link clicks, 31 post reactions, 8 post shares
- “Where children achieve. Families thrive. Prosperity is created.” Business Record Daily, 5/7/25
- “Where children achieve. Families thrive. Prosperity is created.” Business Record Daily, 5/14/25
- “Where children achieve. Families thrive. Prosperity is created.” Business Record Daily, 5/21/25
- “Where children achieve. Families thrive. Prosperity is created.” Business Record Daily, 5/28/25
- “Where children achieve. Families thrive. Prosperity is created.” dsmWeekly, 6/4/25
- “Where children achieve. Families thrive. Prosperity is created.” dsmWeekly, 6/11/25

Owned Media

- External Newsletter
 - Audience 1,289, up 0 from 1,289 since 4/10/25
 - Open rate/external newsletters sent during this period: 42.5, 41.4, 39.3, 38.6

Shared Media

- Facebook
 - Followers 3,206, **up 53** from 3,153 since 4/10/25
- Instagram
 - Followers 1,217, **up 29** from 1,188 since 4/10/25
- Twitter
 - Followers 368, **steady** since 4/10/25
- LinkedIn
 - Connections 1,086, **up 22** from 1,064 since 4/10/25
- YouTube
 - Channel subscribers 165, **up 2** from 163 since 4/10/25

Anecdotal

- “Great newsletter. Loved the feature on Tut Jikany!! Oakridge changing lives indeed!” – internal newsletter
- “Well done, as usual.” – external newsletter
- “Another terrific newsletter! The articles and visuals are so engaging.” – internal newsletter
- “This is awesome!” – external newsletter
- “Great newsletter...proud of what is happening...plan to join in when I complete my other projects..pretty close.” – external newsletter